



## Update on UCB114 Filing

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### INFORMATION – WHAT IS CHANGING AND IMPROVING?

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**The South Carolina Department of Employment & Workforce is improving the way you file your UCB114**

If you file the UCB114 (Low and Partial Earnings Claims Reports) on behalf of your employees, the way you file is changing. This letter is to inform you that the UCB114 filing will be going **online** through SCBOS (South Carolina Business One Stop), [www.scbos.sc.gov](http://www.scbos.sc.gov) in March 2011. **SCDEW will no longer support BEN Claim filings for the UCB114 after April 29th, 2011.**

#### Advantages of electronic filing

1. Reduces processing costs of state government
2. Quicker cycle time to process the claim
3. Qualified claimants receive benefits faster
4. An Internet based solution with secure data exchange

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### ACTION – WHAT YOU MUST DO?

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1. **Go to the website.** When you need to file your UCB114 –go to [www.scbos.sc.gov/ucb114.aspx](http://www.scbos.sc.gov/ucb114.aspx).
2. **Log-in or register.** If you already have an SCBOS user id, you do not need to create another. All necessary instructions and information you need in order to file your UCB114 correctly will be provided at the SCBOS web site.
3. **Enter the business information:** SCDEW account number and SCDEW PIN.
4. **Enter the claimant information:** Either enter the information online for each claimant or you may choose to upload a pre-formatted file. We HIGHLY recommend the manual process for 20 or less employees. You will have the ability later on to use previous 114 filings that have been completed in SCBOS.
5. **Finish the filing and receive a receipt** in your user workspace of the claims you just filed.

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### QUESTIONS?

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If you do not have internet access you can use computers at your local library or a DEW workforce center. If your business has less than 10 employees you may contact DEW claims control at 803-737-2532 to request a UCB114 paper form be mailed to you. The UCB114 will be online March 13th 2011 at [www.scbos.sc.gov/ucb114.aspx](http://www.scbos.sc.gov/ucb114.aspx). If you are unsure, the SCBOS Helpdesk can be reached at 803-898-5690 or by chat, email, to help explain the SCBOS website.

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### Extra Information

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Remember, you will always need the following information:

- Business SCDEW Account Number & PIN
- Week Ending Day as confirmed by SCDEW
- Corporate Officer information
- For each claimant you will need 1-7:
  1. Claimant's Social Security Number
  2. First, Last name, middle initial of claimant
  3. Claimant's address
  4. Claimant's race
  5. Claimant's ethnicity
  6. Claimant's U.S. Citizenship information
  7. Claimant's telephone number
  8. Claimant's Date of Birth

**Official Correspondence from SCDEW & SCBOS**